

NOTICE OF PUBLIC MEETING

In accord with the Statutes of the State of Illinois and the Ordinances of the City of Highland Park, a meeting of the Ravinia Festival Community Relations Commission of the City of Highland Park is scheduled to be held at the hour of 6:30 P.M., on Tuesday, July 8, 2014 in the Highland Park City Hall, 1707 St. Johns Avenue, Highland Park, Illinois, during which meeting it is anticipated that there will be a discussion of the following agenda:

City of Highland Park
Ravinia Festival Community Relations Commission
Tuesday, July 8, 2014
City Hall, 1707 St. Johns Avenue
6:30 P.M.

AGENDA

- I. Call to Order
- II. Roll Call
- III. Review and Approval of Minutes: March 11, 2014
- IV. Scheduled Business
 - A. Business from the Public
 - B. Committee Reports
 1. Ravinia Festival
 - a) North Gate Shuttle Bus Turnaround Project
 2. Transit
 3. Public Safety
 - a) Traffic Control Update
 - b) Crowd Control Update
 - c) Police Protection Update
 4. Parking Issues
- V. Other Business
- VI. Adjournment

Posted at City Hall before 5:00 p.m. on July 2, 2014

**MINUTES OF A REGULAR MEETING OF
RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION OF THE CITY OF
HIGHLAND PARK, ILLINOIS**

MEETING DATE: March 11, 2014

MEETING LOCATION: Pre-Session Room, City Hall 1707 St. Johns Avenue, Highland Park, IL

I. CALL TO ORDER

At 6:50 p.m. the Chairman called the meeting to order and asked the Staff Liaison to call the roll.

II. ROLL CALL

Members Present: Chair Borden, Vice-Chair Newman, Choos, Smith (by phone), Sanders, Schmitz

Student Members Present: Ross

Members Absent: Minor, Karmin, Deer

Council Liaison Present: Kaufman

The Staff Liaison declared that a quorum was present.

Staff Present: Commander Gerald (Jerry) Cameron, Lee Overholser, Linda Sloan- Interim Staff Liaison

III. APPROVAL OF MINUTES

**A. MEETING OF THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION
– October 8, 2013**

Vice Chair Newman moved approval of the minutes of regular meeting of the Ravinia Festival Community Relations Commission held on October 8th 2013 as presented. Commissioner Choos seconded the motion.

On a voice vote, the Chairman declared that the motion passed, unanimously.

IV. SCHEDULED BUSINESS

A. Business from the Public

No business was presented.

B. COMMITTEE REPORTS

1. Ravinia Festival

Pat Sanders, Ravinia Festival's General Manager gave an overview of the upcoming summer program. She noted an additional week of CSO concerts, Lord of Rings, and West Side Story. The season will start mid-June and run thorough September 14th. The Festival has joined in a new partnership with Food Network, and will co-host an all day event September 20th in park. "Train" is the booking that coincides with the Port Clinton Art Festival weekend and she expects parking to be workable. Commissioner Sanders also noted a new enhanced family space that will be larger than last year; the expansion is a response to successful increases in attendance of families on the lawn for 5pm Sunday classical concerts. Finally, she explained a change in donor categories that purposefully were adjusted to make entry queuing more manageable; she noted that reaction to the adjustment has been well received.

2. Transit

Lee Overholser gave the update of PACE shuttle service and mentioned intended upgrades to the shuttle park-and-ride bus drop-off/pick-up area near the North Gate. Commissioner Sanders noted that the Festival is working on a design that would be the first upgrade to shuttle loading since park and ride service was started in 1976. She said the design has been shown to City departments and would allow four buses to simultaneously load/unload under regular conditions and as many as seven to load if an emergency evacuation was needed. It is estimated that construction would occur in the Fall (after Food Network event). Ms. Overholser reported that she is in the process of recalling drivers and getting them ready for the season. Commissioner Sanders said that the use of the Botanic Garden has already been scheduled and there are not any conflicts with Garden events. Ms. Overholser said that she does not know of major road construction project to interfere with shuttling routes, and although the Botanic Garden bike path project is active will have minimal impact on Festival traffic.

3. Public Safety- Traffic Control, Crowd Control, Police Protection and Parking Updates

Commander Cameron explained the annual end of season evaluation, which this year, has resulted in an upgrade and rewrite of the Operation Plan for 2014. He noted changes to the Assignment Matrix that will add 2 traffic control officers (based on 2013 trial) plus one new post. He noted that adjustments are always made as season progresses.

Chair Borden asked for two points of information to be added to the annual Highlander article about Ravinia parking control. She asked that the article mention the City regulations for the color coded parking passes, particularly that residents who receive these passes use them in accordance with the regulations, that being for private entertaining in one's home--not for the giving to friends and relatives so they have choice parking. Commander Cameron agreed that it would be a good idea and that the language included in the resident letter sent with the permits may be included in the Highlander article.

Secondly, Chair Borden noted that some people are ignoring the “No drop-off/pick-up” signs. Commander Cameron noted that enforcements have risen and that they give notice to livery as to proper locations for drop-off/pick-up service. A discussion ensued as to possible enhancements in signage and way-finding. Councilman Kaufman thought the information needed to be explicit as to location of the drop-off location. Commissioner Choos asked about the designated locations for handicapped drop-off and how that is managed. Ms. Sanders explained the handicapped location is dependent on the full-status of the West Lot parking.

Chair Borden said she also notice that some homeowners who live on Green Bay Rd. had been soliciting for parking in the driveways. Commander Cameron confirmed that that was illegal and Chair Borden also asked that this be addressed in the annual Highlander article.

There was a suggestion by Chair Border for the use of hand bills at patrol points to diminish cars stopping to engage in verbal inquiries for parking directions. Commander Cameron said that this had been done in the past and that for reasons of safety and avoiding littering, it has been more effective to have the blue arrow signage provide guidance.

A member of the audience, Mr. Michael Cohen, asked if similar signs could be used to direct drop-offs to the Braeside train station. Commissioner Newman wondered if LED signage could be helpful for this purpose. Commissioner Sanders explained that the message timing on the LED signs only allowed a fixed amount of message to be displayed in the time a car can drive by, and that the message limit was at peak already.

Councilman Kaufman offered that it would be helpful if way-finding signage could also be used to help direct pedestrians disembarking from trains at the Braeside station.

Liaison Sloan explained recent activities of the City on programs to design and install way-finding and that “layers of destinations” are contemplated including that for the needs of the Festival. She thought that one of the programs for way-finding signage for the Roger Williams district may be installed by next year.

Commander Cameron explained that changes in the Assignment Matrix will allow a new post for an officer at the Braeside Train Station; this is specifically to help direct pedestrian and vehicle traffic.

Liaison Sloan offered that Google and MapQuest may be contacted to add detail to the Park site information.

Commissioner Choos said that the disabled access to the underpass is not well known. She asked that the literature be amended to add the information about the wheelchair assistance for the underpass. Ms. Sanders said this assistance is not available for every concert, but that this year there will be some A-frame signs to indicate when the service is available. Commissioner Choos thought that the golf cart service could also be added to written information.

Chair Borden asked for any concerns about parking. With no one responding she said that various issues had already been discussed in other contexts.

Commissioner Choos raised the issue of traffic exiting the Opus lot and the need for more personnel to direct this traffic. Commander Cameron noted that the exiting traffic is more difficult as guests are very hurried when leaving. Commissioner Choos said that in the past two control persons were posted for the purpose of alternating the lanes of exiting traffic and that allowed traffic better flow.

D. OTHER BUSINESS

Liaison Sloan mentioned that Open Meetings Act training is required only once for each voting Commissioner; she is meeting with the Commission's new member next week to explain the requirement.

Chair Borden asked the Commission to act on the 2014 Meeting Resolution that sets the meeting setting schedule. She asked for a formal vote on the Resolution.

Chair called for all in favor of the meeting schedule as drafted. Unanimous "Ayes" were heard with none opposed.

ADJOURNMENT

The Chair entertained a motion to adjourn the meeting.
Commissioner Schmitz moved to adjourn.
Commissioner Newman seconded the motion.

On a voice vote, the Chair declared that the motion passed unanimously.

The Commission adjourned its meeting at 7:20 pm.

Respectfully Submitted,

Linda S. Sloan
Interim Staff Liaison to the Commission

THE FOLLOWING IS TO BE COMPLETED AFTER THE MINUTES ARE APPROVED:

MINUTES APPROVED BY THE RAVINIA FESTIVAL COMMUNITY RELATIONS COMMISSION
ON ____ ____, 201_.

- WITH NO CORRECTIONS